



**Kentucky Small Business
Air Quality Advisory Panel**

Small Business Air Quality Compliance

A Helping Hand



**Division of
Compliance Assistance
Department for
Environmental Protection**

Kentucky Small Business Air Quality Stewardship Award

Information and 2004 Nomination Form

The Small Business Air Quality Advisory Panel established a Small Business Air Quality Stewardship Award in 1998. The Panel and the Division of Compliance Assistance are seeking nominations for the seventh annual award. More than one award may be given. The award will recognize the commitment of a Kentucky small business to air quality stewardship. Exemplary performance in one or more of the following areas: pollution prevention, reducing emissions/emission control, and/or community air quality leadership will be recognized. The winner(s) will be invited to attend an awards luncheon at the Berry Hill Mansion in Frankfort, Ky. on November 16, 2004.

The Kentucky Small Business Air Quality Advisory Panel has 11 members appointed by the Governor. The Panel members represent small businesses, the general public, economic development programs and air quality regulators. The Advisory Panel is part of a program that was designed by the state Division for Air Quality to comply with the national Clean Air Act. The Panel advises the Division of Compliance Assistance on the effectiveness of its air quality compliance assistance programs and sponsors the annual Kentucky Small Business Air Quality Stewardship Awards.

The Division of Compliance Assistance was recently established in the Department for Environmental Protection. The purpose of the new Division is to bring businesses into compliance by combining non-regulatory training and technical assistance programs with recognition and incentive programs. Existing programs include the small business air quality program and the water operator certification program. New programs under development include the Environmental Leadership Program and the addition of an Ombudsman.

You may nominate yourself or another small business by submitting a completed nomination form. Nomination forms are available upon request from:

Rose Marie Wilmoth
Small Business Air Quality Stewardship Award
Division of Compliance Assistance
Dept. for Environmental Protection
14 Reilly Road
Frankfort, KY 40601
Phone (502) 564-2150 Email RoseMarie.Wilmoth@ky.gov

Information about the Ky. Air Quality Compliance Assistance Program and previous Award winners is available on the Environmental and Public Protection Cabinet Web Site at:

<http://www.air.ky.gov/smallbusinessair>

The Division of Compliance Assistance maintains this Web Page.

Division of Compliance Assistance
Air Quality Compliance Assistance Program
<http://www.air.ky.gov/smallbusinessair>

Eligibility Requirements

Nominees must be companies:

- with less than 100 full time employees
- located in Kentucky, and
- independently owned.

Judging

A committee consisting of representatives from the Small Business Air Quality Advisory Panel will review all nominations and select a winner or winners. The award review committee will select nominees principally based on their air quality stewardship in one or more of the following areas:

- pollution prevention,
- emission reductions/emission controls, and/or
- community air quality leadership.

The Committee will also check with the Divisions of Air Quality, Enforcement, Water and Waste Management on compliance of nominees with these programs before selecting the final winners. Depending on the number, range and quality of applications, several or no awards may be presented. Receipt of all nominations will be acknowledged.

Small Business Air Quality Stewardship Award Categories

The Small Business Air Quality Stewardship Award will be given annually to a small business that exhibits air quality stewardship in one or more of the following categories:

Pollution Prevention Air Quality Leadership

This award category recognizes small businesses that use practices that reduce the amount of air pollution, criteria pollutants or hazardous air pollutants, entering the air (including fugitive emissions) prior to recycling, treatment or disposal. Items considered in judging include:

- air quality benefits,
- the amount and percentage of reduction in air emissions,
- innovation,
- transferability,
- management commitment,
- employee involvement,
- the degree to which the activity goes beyond air quality regulatory requirements, and
- the economic benefit to the business.

Reducing Emissions/Emissions Control Air Quality Leadership

This award category recognizes small businesses that are using air emission controls that are more effective than what is normally required. The effective air emissions control system should reflect a strong commitment to advancing air quality stewardship by:

- reducing the amount of emissions,
- recycling what cannot be reduced or
- by providing better treatment, spill prevention or disposal techniques.
- by providing innovative air emission control methods that can be duplicated at similar facilities.
- employee involvement in air emissions control,
- employee training and
- efforts to educate and involve the local community will also be considered.

Community Air Quality Leadership

This award category recognizes small businesses for community leadership that involves members of a community in the:

- enhancement of the community's air quality in a demonstrable or measurable fashion;
- correction or attempts to correct a problem that threatens some aspect of the community's air quality;
- or actions to involve the citizens of a community that have benefited from improvements in the community's air quality.

Community activities that have been initiated to correct problems related to the award applicant's operations are not eligible.

Other Award Programs

The Small Business Air Quality Stewardship Award is not designed to compete with or supersede other private and public environmental achievement award

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2004 Nomination Form

How To Make Nominations (please type or print neatly)

Individuals, businesses and organizations are encouraged to nominate small businesses. Nomination forms must be filled out completely. Please print neatly or type, if possible.

Nominee Contact Information

Small Business Nominee _____ Phone _____

Address _____
_____ County _____

Contact Person _____ Phone _____

Address _____

Nominator Information

Nominator's Name _____ Phone _____

Address _____

Place an "x" by the award category for which this business is being nominated.

_____ Pollution Prevention
_____ Reducing Emissions/Emissions Control
_____ Community Leadership

Identify the activities of the small business nominee that exceed minimum regulatory requirements for air quality

Activity Summary

Each form must be accompanied by an activity summary describing the nominee's air quality stewardship activity and its results. The nominator should address the following points, where applicable, in the body of the summary:

- What was the activity? Describe it.
- What were the goals and objectives of the activity?
- What were the results of the activity? Quantify if possible.
- What was the time frame of the activity: one-time event, periodic, ongoing?
- What was the level of participation in the activity – who, how many?
- Did the activity have air quality education benefits? If so, to whom?
- Was the activity innovative? If yes, please explain.
- Can the activity be duplicated by others? If yes, briefly discuss the general applicability of the approach.

The activity summary must be 500 words or less on standard 8½" x 11" paper with the name of the nominee in the right corner of each page. The nominator is encouraged to enclose up to five items of supporting material. These may be program literature, news clippings, data, slides, letters of support, photos, etc.

2004 Nomination Deadline

The nomination form, the activity summary, and supporting materials must be sent in one mailing. These materials will not be returned. The nominations must be received at the address below by

September 30, 2004:

Small Business Air Quality Stewardship Award
 Attn: Rose Marie Wilmoth
 Division of Compliance Assistance
 Department for Environmental Protection
 14 Reilly Road
 Frankfort, KY 40601